

SECRET

3 March 1951

MEMORANDUM FOR: OSO - Chief, Administration
Communications, Attention:
TRD, Attention
OPC - Chief, Staff II
OCI - Attention
OSI - Attention
CFD - Attention
PO - Attention
I&SS - Attention
OO/Contacts - Attention
Office of Director - Attention Mr. Dulles

SUBJECT : Written Requisitions for Procurement of Personnel

1. Effective immediately, written requisitions outlining minimum acceptable qualifications for employment of applicants are required on all vacant approved Table of Organization positions. This requirement includes Projects for which personnel procurement is desired. These requisitions will be completed and forwarded to the Covert Personnel Division by Thursday, 8 March 1951.

2. The Procurement Division of the Personnel Office is unable to intelligently recruit qualified individuals without specific minimum standards. Therefore, the receipt of these requisitions will be extremely helpful to the operating personnel, the Procurement and Placement employees of the Personnel Office, and the applicants themselves, as all will save many hours of unnecessary effort in the recruitment and placement of individuals.

3. Standard Form 37-8 will be submitted with an original and three copies. Upon receipt of the Forms 37-8, the Covert Personnel Division will check the requisitions against the Position Inventory to determine whether the positions have been approved in the Table of Organization. The Covert Personnel Division will number the requisitions for control purposes and immediately forward a copy to the Procurement Division for active recruitment and send a second copy to the Division of origin. The remaining two copies will be retained in the Placement Branch.

4. When an applicant is selected for processing, it is necessary that the requisition control number be placed under the remarks column on the appointment action (Form 37-1 or 37-3), and forward the request for appointment to the Placement Branch. The requisition applicable to

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the particular position will be suspended until the applicant enters on duty. Upon entrance on duty the requisition will be canceled.

5. If the appointment of the candidate fails to materialize, the requisition will be reactivated by the Covert Personnel Division.



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Chief, Personnel Division (C)

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